

Environment & Waste GIS Officer

JE Code: JE0982

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| **We are dedicated, respectful, collaborative, we are Milton Keynes City Council** | |
| **Service:** | Environment and Waste |
| **Reports to:** | Strategic Landscape & Countryside Manager |
| **Job Family:** | Professional & Technical |
| **Grade:** | G |
| **Political restricted:**  **Date:** | N  May 2023 |

**Key Deliverables**

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| **1.** | **To lead on and provide the expertise to support the analysis and reporting of ecological data, including spatial and field survey data, to build the evidence base for environmental decision making.** |
| **2.** | **Explore opportunities to innovate the use and function of Milton Keynes Councils GIS system.** |
| **3.** | **Work with the Environment team to develop citizen science projects and mapping** |
| **4.** | **Produce and design mapping and data for publication. Present information to allow decision making and support strategic work.** |
| **5.** | **To provide GIS expertise to support the development of a Local Nature Recovery Strategy.** |
| **6.** | **To lead on the selection, use and integration of third-party GIS data to enrich decision making.** |
| **7.** | **To provide GIS expertise to support the development of Biodiversity off setting in Milton Keynes.** |
| **8.** | **To provide in-house training for staff to develop QGIS skills.** |

**Essential Requirements (key skills & qualifications)**

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| **1.** | **Educated to degree level standard or equivalent work-related attainment in a geospatial/data environment or be able to show equivalent level of knowledge and skills.** |
| **2.** | **A comprehensive working knowledge of GIS and spatial data principles.** |
| **3.** | **Demonstrable experience with Open Source GIS, specifically the use of QGIS.** |
| **4.** | **Demonstrable experience with pgAdmin and PostgreSQL.** |
| **5.** | **Demonstrable experience with PostGIS Spatial Data Management.** |
| **6.** | **Excellent skills in data analysis and reporting.** |
| **7.** | **An understanding of the principles of landscape ecology and conservation management.** |
| **8.** | **A high level of initiative – able to think flexibly and creatively and initiate and develop new ways of working.** |
| **9.** | **Very good interpersonal and communication skills and demonstrable ability to work as part of a close, multidisciplinary team.** |



Job Family

Professional & Technical

Grade G

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| **Colleagues expectations**   * Be professional at all times * Work together for the good of the team, council and local people * Promote a supportive culture * Challenge assumptions * Take ownership * Be willing to change and do things differently * Always work in a safe manner | **Managers expectations**   * Be a role model by displaying positive behaviours at all times * Make well-considered decisions * Support, coach and communicate with my team * Be accountable for my team’s performance |

**Job Family- Professional & Technical**

**Role characteristics**

At this level roles use their in-depth, theoretical understanding of their particular discipline to solve complex problems, offer evidence-based, authoritiative advice to colleagues and service users and manage teams and/or other resource assets.

**The knowledge and skills required**

The broad knowledge requirement needed to deal with the technical and business challenges of roles is usually underpinned by an appreciation of the theoretical basis of the particular discipline such that job holders can fall back on the first principles of their specialism to make decisions and offer advice. This level of knowledge is often indicated by the need for a degree level education in the relevant field, but for some roles this is substituted by a significant level of on the job training and focussed experience such that the level of expertise confers a similar level of authority.

While the majority of roles will have demands for manual dexterity in relation to typing and similar functions, other jobs will use a range of equipment requiring precision in their use and handling.

**The type of thinking, planning and communicating necessary**

The situations and problems dealt with at this level will be increasingly complex, involving several information streams where analytical and judgemental skills will be needed to interpret information correctly and determine optimum solutions. While job holders will have plenty of day to day issues to contend with, they will also need to plan some months ahead to achieve medium-term objectives in such areas as project support or service development.

At this level, the information exchanged with internal and external colleagues, and members of the public will call for developed communication skills on the part of the job holders. Matters will be technically complicated, requiring careful explanation, or sensitive, requiring signficant listening skills to interpret information and provide appropriate advice.

**The freedom to make decisions and innovate**

Job holders will have the autonomy to adapt specific approaches to better meet medium term objectives. They will be bound by the recognised procedural framework of their specialism as it is managed by the Council, but will decide when and precisely how duties are to be carried out. They will also deal with problems (often escalated to this level) for which there are no set-down routes to a solution other than broad service practice guidelines.

**The areas of responsibility**

With a diverse range of jobs being represented at this level of the PT family, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

External facing roles will focus on the needs of people - whether external service users or partners - and will be responsible for high-impact decision making and the implementation of appropriate programmes on behalf of individuals or groups of people OR enforcement of regulations which have direct and significant consequences upon those served. Such roles are likely to have at least one other elevated level of responsibility for for such elements as finance, information assets, equipment or premises.

Internal roles are likely to have this pattern reversed, with the weightiest responsibility for highly valuable or significant financial and non-financial assets, but somewhat less accountability for the assessment of needs of individuals and groups.

Jobs will generally have formal line management responsibility and will not only allocate and check work, but also be directly involved in assessment, recruitment, and other human resource related procedures. posts that do not have this level of managerial responsibility are likely to have compensatory levels of accountability in relation to the users of Council services, finance or other major asset(s).

**The impacts and demands of the role**

At this level, tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

The problem solving and decision making elements of these jobs mean that job holders require lengthy periods of enhanced mental attention to attend to duties, while also dealing with deadlines, interruptions and conflicting demands.

Duties of jobs at this level in the PT family will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Many Professional / Technical job holders find themselves exposed to some disagreeable, unpleasant or hazardous working conditions when the particular needs of their specialism requires them to work on external sites exposed to the weather, in or around refuse and waste plant, close to particularly noisy machinery and in similar environments. Other PT jobs, such as enforcement roles, may also see job holders exposed to verbal abuse and threatening environments. In all cases, job holders will minimise risk and conform to health and safety regulations to mitigate any negative effects of such exposure.